APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	**Application Number**
	Office of State Superintendent of Schools	**81-158**
Application Number	Special Staff	**Date Received** / **Date Completed**
	Atlanta, Georgia	MAR 2 1981 / MAR 1 1 1981

2. Person to Contact

	Working Title	Telephone Number
Mary Jean Turner	Principal Secretary	656-2800

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	**5. Records Series Title** *(followed by title used in office; if different)*
Earliest Latest	
1977 To Date	Legislative Liaison Working Papers Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department or education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to: Monitoring the actions of the State legislature on matters pertaining to education in Georgia at the state and/or local level.

Included are: Copies and summaries of proposed legislation; copies of legislative committee reports on matters and/or legislation pertainig to education; and correspondence between the department and legislators during the legislative session.

File is arranged: Chronologically by calendar year; thereunder randomly.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;

twenty-five months and older _____ _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

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11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need _____3_____ years.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____1____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ____2____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
(signature)	2/25/81	Walker L. Baumgardner	2-25-81

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee *(signature)*	3-11-81
	Secretary of State/Designee Carroll Hart	3-10-81
	Attorney General/Designee *(signature)*	3-11-81

AR–50–71; Rev. 76   (Reverse Side)